

THE EXTENSION DIVISION—CORRESPONDENCE STUDY

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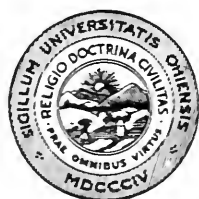
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THE EXTENSION DIVISION Correspondence Study



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GENERAL INFORMATION

The function of correspondence study is to make the offerings of Ohio University available to those persons who must devote a large part of their time to other duties.

Many of the foremost American universities have recognized that this is a satisfactory plan for the extension of educational facilities. Teaching by correspondence has become a part of the educational system of colleges and universities in approximately forty states and the District of Columbia where it has been demonstrated that efficient high school and college work can be done by correspondence.

Some of the advantages of residence study are lacking, but correspondence study has compensating advantages. It develops and encourages self-reliance, initiative, and perseverance; and the teaching is individual and personal.

The Extension Division offers correspondence courses at both the high school and the college level. General information about high school courses is given on page 9.

COURSES OFFERED AT THE COLLEGE LEVEL

Most of the departments of instruction at Ohio University offer correspondence courses. These courses parallel residence work as far as the nature of the subject will permit. They bear the same course numbers and are taught by the instructors who offer the courses in residence.

CREDIT. In correspondence study and in extension classes a student may earn 40 semester hours of credit toward a bachelor's degree. Credit earned by correspondence study cannot be applied to graduate work. Graduate students, however, may use correspondence credit to facilitate the completion of their advanced work. Many courses are helpful in preparation for thesis work and for the written and oral examinations.

A student may enroll for correspondence study on a non-credit basis. Such an enrollee is required to pay the same fees as other students, but he is not required to take mid-course and final examinations. Request for a transfer from a credit to a non-credit basis must be made before two thirds of the course is completed.

ADMISSION. Students who have graduated from first grade high schools are admitted to correspondence study at the college level. A person who is not a graduate of a first grade high school is permitted to take correspondence courses at the college level provided he is 21 years of age or older and provided the instructor believes that he is capable of carrying the course.

The application for registration is the only admittance paper required. It will be assumed that the information given by a student in his application is correct. False information may invalidate credit.

No one is accepted for correspondence instruction who is not in good standing at the college or university last attended.

A student admitted to correspondence study or to an extension class may or may not be admitted for study in residence. A student contemplating study in residence should write Dr. F. B. Dilley, Director of Admissions, Ohio University, Athens, Ohio, for information on admission requirements.

REGISTRATIONS. A student should apply to the Office of the Extension Division for an application for registration. If he is currently registered in residence at Ohio University he must present with his registration blank a permit from the dean of the college in which he is enrolled. A student currently registered in another school must also present a permit from the dean of his college. Registration for a correspondence course may be made at any time. The application for registration must be accompanied by the required fee in full.

FEES.	<i>Resident</i>	<i>Non-</i>
	<i>of Ohio</i>	<i>Resident</i>
Registration Fee, each semester hour ----	\$6.50	\$7.50
Change of Course Fee -----	1.00	1.00
Extension of Time Fee -----	3.00	3.00

This fee schedule makes the cost of a course for two semester hours for a resident of Ohio amount to \$13.00; a course for three semester hours, \$19.50, and so on. Checks and money orders for the exact amounts are to be made payable to OHIO UNIVERSITY.

REFUND OF FEE. If the application of a student is rejected, his fee will be refunded in full. Two thirds of a registration fee is refunded if a student withdraws from a course before his registration is three months old, provided fewer than three lessons have been mailed. If three or more lessons have been mailed, no refund of fee is made even though the registration is less than three months old.

BOOKS. Books and other materials for a course are to be purchased by the student. Soon after the registration fee has been received, a study guide will be mailed containing instructions for ordering texts. The Extension Division does not handle textbooks. Books may be ordered from Logan's Bookstore, Athens, Ohio, from a local bookstore, or from the publisher. The Extension Division operates a self-supporting, non-profit rental library from which texts frequently may be secured. The student is to assume that he is to purchase textbooks unless it is reported to him at the time of his registration that rental books are available.

LESSONS OR STUDY UNITS. A one-hour course consists of 12 lessons, or study units; a two-hour course consists of 24 lessons, or study units; and a three-hour course consists of 36 lessons, or study units. Approximately three hours will be required by the average student to complete one lesson.

Lesson papers are the property of the Extension Division and all of them are to be returned to the Extension Division by a student after the final examination.

TIME LIMIT FOR COURSE. The maximum time for the completion of a course is nine months. A student can secure an extension of time for three months upon the presentation of an acceptable excuse and the payment of a fee of \$3.

The minimum time for the completion of a college correspondence course is calculated at the rate of two weeks for each semester hour. This makes the minimum time on a three-semester-hour course amount to six weeks.

If a student is registered for two courses concurrently, each for three semester hours, the total minimum time is twelve weeks.

When a student does not report, either by lessons, or study units, or by letter within a period of 90 days, his right to further instruction in the course may be cancelled.

A student needing credit from a correspondence course to qualify for a degree must have finished the course, including the final examination, ten days before the date on which the degree is to be awarded.

EXAMINATIONS. Mid-course examinations are required in many courses and final examinations in all courses. A student is to wait for the return of all lesson papers before attempting the examination.

A student who lives within thirty-five miles of Athens is required to take his examination in the office of the Extension Division. Others may take the examination either in the office of the Extension Division, or under the supervision of a school superintendent, a high school principal, or a member of a college or university faculty.

No fee is paid by the Extension Division to the person who supervises an examination.

Since the examinations are the only parts of a correspondence course done under supervision, they are of great importance in computing the final grade.

VETERANS OF WORLD WAR II

Enrollment procedure under Public Law 346 follows:

Apply for a Certificate of Eligibility and Entitlement. The letter to the VA Regional Office should give the field in which you desire instruction and name the Ohio University Correspondence Department as the training institution. Any VA contact office will furnish the application and assist in preparing it. This certificate from the VA Regional Office will be sent to the student who is to mail it to the Ohio University Extension Division.

Send an Ohio University Application for Registration to be secured from the Extension Division. Send no money.

If a student has used his original Certificate of Eligibility elsewhere, he must secure a supplement to it for use at Ohio University. This supplement must name the field of study and give the Ohio University Correspondence Department as the training institution. A VA student in residence at Ohio University needs only to submit Form 7-1909, which may be secured from the Extension Division.

Veterans under Public Law 16 and veterans in an on-the-job training program are to consult a training officer about procedure, because these veterans must secure special letters of authorization from the Veterans Administration to enroll for correspondence instruction.

THE SEVEN COLLEGES AT OHIO UNIVERSITY

Brief information about each of the seven colleges at Ohio University follows. Students desiring facts relative to degrees and other requirements are to write to the appropriate academic dean. The Extension Division is not authorized to advise students on requirements.

THE UNIVERSITY COLLEGE. All freshmen enroll in the University College, a college concerned primarily with the problems of first-year students—their courses of study, and their guidance during the period of transition from high school to college. The freshman year in the University College and the following three years in one of the degree-granting colleges represent the normal time required for completion of any of the baccalaureate degree programs.

The University College also enrolls students interested in terminal programs of less than four years duration. Such a program pursued for two years can qualify a student for an Associate in Arts diploma. The requirements in semester hours are: English composition, 6-9; physical education, 2; speech, 1; general education, 12; career courses (vocational), 24; electives, 17. Several of these required hours can be secured by correspondence study. For complete details, write to Dean George W. Starcher, University College, Ohio University, Athens, Ohio.

THE COLLEGE OF APPLIED SCIENCE offers curricula leading to degrees of Bachelor of Science in Architectural Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, and Home Economics. Also under the supervision of the college are the non-degree departments of engineering drawing and industrial arts.

THE COLLEGE OF ARTS AND SCIENCES aims to give the student an opportunity to secure a well-rounded liberal education. Its programs of study lead to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Chemistry. It also offers preprofessional curricula in medicine, dentistry, nursing, and medical technology, as well as preparatory work in such other special and professional fields as law, teaching, government foreign service, ministry, social work, public administration, insect control, physical rehabilitation, and personnel work.

THE COLLEGE OF COMMERCE offers curricula leading to the Bachelor of Science degree in Agriculture, Commerce, Journalism, and Secretarial Studies. There are three curricula in agriculture: general agriculture, pre-forestry, and soil conservation. The curriculum in commerce permits, but does not require, specialization. Fields which may be stressed include accounting, advertising, banking, economics, finance, labor, marketing, production or personnel management, pre-law school preparation, and statistics. The School of Journalism, an integral part of the College of Commerce, offers seven curricula: news writing and editing, feature and magazine writing, newspaper advertising, business management, radio journalism, pictorial journalism, and public relations. In addition to a curriculum in secretarial studies, the College of Commerce cooperates with the College of Education in

offering comprehensive majors in the business fields. These include book-keeping-social business, business education, economics, salesmanship-merchandising, and stenography-typewriting.

THE COLLEGE OF EDUCATION prepares teachers for all grade levels and types of schools. The degree of Bachelor of Science in Education combines broad general education with professional programs leading to positions as teacher in kindergarten, primary, intermediate or high school, the various academic subjects, or in such special subjects as art, commerce, home economics, industrial arts, music, physical education, and speech.

THE COLLEGE OF FINE ARTS comprises the School of Dramatic Art and Speech, the School of Music, and the School of Painting and Allied Arts. Within these schools opportunities are offered for a broad, cultural education in the fine arts and for special training in the following departments: dramatic production, radio, speech and speech correction, music (applied, history, literature, theory, composition, and education), architecture, design, painting and drawing, photography, art history and appreciation, art education, and sculpture and ceramics. The degree of the college is Bachelor of Fine Arts.

THE GRADUATE COLLEGE offers facilities for advanced study and research for teachers and others desiring graduate work at the masters level. Courses in academic and professional fields are available through the various division of the University. The Graduate College confers the degrees of Master of Arts, Master of Education, Master of Science, and Master of Fine Arts.

COURSES AT THE HIGH SCHOOL LEVEL

The Extension Division has a program of correspondence courses at the secondary school level similar to the offering of 30 other members of the National University Extension Association.

PURPOSE OF HIGH SCHOOL CORRESPONDENCE. This program is intended to supplement the work of the public high school and not compete with it in any way. The following persons are likely to be interested in high school work by the correspondence method.

- (1) Men and women who failed to complete a high school education and find later that this failure is a handicap to their advancement.
- (2) Invalids and persons otherwise incapacitated who cannot take high school courses in the regular way.
- (3) High school graduates who lack a requirement for college entrance.
- (4) The irregular high school student with a deficiency and with no opportunity to make it up by attending summer school or evening school.
- (5) Employed persons who find it impossible to return to high school.
- (6) Adults who want more vocational and cultural education at the high school level.

TWO METHODS OF STUDY. There are two ways of taking high school courses by correspondence: (1) the individual method, and (2) the supervised method. A student working by the individual method makes all of his

contacts directly with the Extension Division. A student working under the supervised plan must have a local supervisor, a member of a high school faculty, who oversees his mid-course and final examinations and who gives him stimulation and guidance. The supervisor, however, is not asked to assume any responsibility for instruction or the marking of papers.

WHO MAY REGISTER. A person who registers for a high school course must present a statement by a superintendent or a high school principal certifying that he probably is capable of mastering the course for which he desires to enroll. Students from other states are accepted on the same basis as to tuition and other regulations as students from Ohio.

Any of the high school courses may be taken on a non-credit basis.

CREDIT TOWARD GRADUATION. If a student expects to apply correspondence credit on a high school diploma, his registration must be approved in advance by the principal of his high school. It is urgently recommended that such a student work under the supervised method.

STUDENT FEES. The registration fee is \$11 for each one-half unit of credit. In addition, a student is to order and pay for necessary texts and supplies, and to pay for postage on all material mailed to the Extension Division. The Extension Division will pay the postage on materials mailed to students.

Fees must be paid in advance and must accompany the application. The Extension Division will accept a registration fee from either the student or the board of education of the school in which the student is enrolled. If a board of education is to pay the fee, a purchase order must accompany the applications.

The minimum time for completing each one-half unit is six weeks and the maximum time is nine months. An extension of time for three months may be secured by the payment of \$1.50.

A student may transfer from one course to another by paying a fee of \$1, provided he has not completed any lessons of the course, and provided the registration is not more than three months old.

REFUNDS. A student may secure a refund of two thirds of his registration fee, provided he withdraws from the course before he has mailed any lessons, or before his registration is three months old. No refund of fees is made after lessons have been mailed or after the registration is three months old. If the application of a student is rejected, all of his registration money will be refunded.

EXAMINATIONS AND MARKING SYSTEM. Students working for credit are required to take all examinations under the supervision of a school superintendent or a high school principal, or a teacher appointed by one of these school heads. The person selected to supervise examinations must also meet the approval of the Extension Division.

After a student has successfully completed a course, the quality of his work will be indicated by the letters A, B, C, D, or F (failed). Students are urged to strive for a quality of C or better.

INSTRUCTORS. Courses are conducted by well-known high school teachers or by members of the University staff well qualified by training, interest, and experience to teach at the secondary school level.

VETERANS OF WORLD WAR II. The Veterans Administration will pay the entire cost of correspondence instruction at the high school level for honorably discharged veterans of World War II. The enrollment procedure is the same as that described for college students on page 7.

The high school courses available for correspondence study are found on pages 38 to 41, inclusive.

EXTENSION CLASSES

Extension classes conducted by members of the Ohio University faculty are another important service of the Extension Division. Graduate as well as undergraduate work is offered. These classes appeal especially to teachers, business men and women, ministers, social workers, and others who wish to engage in systematic study during their leisure time.

An instructor will be assigned to a group after its members have selected a subject. The size of the group necessary to secure an instructor depends upon the distance of the community from the campus.

Extension classes meet once a week. The amount of credit allowed for a course—i.e., three hours, two hours, or one hour—will determine the length of the class session and the number of weeks that the class is to meet.

An undergraduate student who is employed full time may take a maximum of six semester-hours a semester in extension classes, or in combination with correspondence study or a campus class.

Both correspondence credit and class credit are classified as extension credit. Forty semester hours of extension credit can be used on a bachelor's degree. Six semester hours of class credit, under certain conditions, can be used on a master's degree. No correspondence credit can be applied on a master's degree.

Extension class students who are residents of Ohio are charged a minimum fee of \$6 a semester hour. Non-residents of Ohio are charged a minimum fee of \$7 a semester hour. The fee will be more than \$6-\$7 an hour should the class enrollment fall below the required quota.

If the enrollment is below 15, the group may be required to study under the Small Class Plan. Under the Small Class Plan the instructor divides a course into 15 study units and covers the odd units by class meetings every other week. The even units are assigned as written work to be done during the weeks that the class does not meet.

Refunds are allowed to extension class students as follows:

1. After the third class meeting and before the fourth class meeting, 90% refunded.
2. After the fourth class meeting and before the fifth class meeting, 66% refunded.

3. After the fifth class meeting and before the seventh class meeting, 25% refunded.
4. After the sixth class meeting, no refund.
5. No refund will be allowed a student whose withdrawal brings the enrollment of the class below its required quota.

A student who desires graduate credit for a course taken in an extension class must meet the admission requirements of the Graduate College, must obtain permission from the dean of the Graduate College, and must have completed the prerequisites for the course as stated in the general catalog. A graduate student who is employed full time is limited to three semester-hours a semester.

Additional information about graduate study may be obtained by addressing W. S. Gamertsfelder, Dean, Graduate College, Ohio University, Athens, Ohio.

OFF-CAMPUS PROGRAMS AT THE COLLEGE FRESHMAN LEVEL

The Extension Division will cooperate with a board of education in furnishing a complete program of college subjects at the freshman level for the benefit of recent high school graduates, veterans, and others who find it impossible to attend college away from home.

These classes are taught in the evening by faculty members of Ohio University and are organized for a minimum of 15 students, provided the enrollment in all classes averages 25 or more. The registration fee is \$6-\$7 a semester-hour for members of classes whose enrollment has reached the quota; but the registration fee is to be proportionately higher for members of classes whose enrollment is below the quota.

Superintendents of schools are requested to write to the Director of University Extension for additional information.

COURSES OF INSTRUCTION

AT THE COLLEGE LEVEL

Number 1-99 designate University College courses. (Primarily freshman courses.)

Number 100-199 designate undergraduate courses.

Numbers 200-299 designate advanced undergraduate courses.

Graduate credit cannot be secured by correspondence study.

The prerequisite for a course is indicated by a course number which refers to the same department unless otherwise indicated.

The name of the instructor appears at the end of the course description.

The descriptions of all courses in teaching techniques will be found under appropriate titles in the "Teaching Techniques" section of the EDUCATION grouping. For example, the cross reference for 161b. TEACHING OF BOOKKEEPING will be "Same as Ed. 161b."

ACCOUNTING—See Commerce

ADVERTISING—See Commerce

ART

121. HISTORY OF PAINTING AND SCULPTURE. This is a chronological survey of the history of art from the earliest time to the Renaissance. The principal periods of art history are made familiar to the student through a study of the most significant surviving examples of architecture, sculpture, painting, and the so-called minor arts. Credit three semester hours. OLPP.

122. HISTORY OF PAINTING AND SCULPTURE. This course continues the history of art from the Renaissance to the present time. Prereq., 121. Credit, three semester hours. OLPP.

BIOLOGY—See Botany or Zoology

BOTANY

3. GENERAL BOTANY. An introduction to plant science. This course aims to emphasize the vegetative structures, the physiological activities, the economic importance and the taxonomic relations of the higher plants. Credit, three semester hours. VERMILLION.

*4. **GENERAL BOTANY.** This course includes a survey of both the lower and higher forms of plant life, with emphasis on structure and methods of reproduction within the group of fungi, algae, mosses, ferns, and flowering plants and their economic importance relative to human welfare. Prereq., 3. Credit, three semester hours. VERMILLION.

133. **NATURE STUDY.** A course in which the student is introduced to a better understanding and appreciation of living things in nature about him, including plant and animal life; their collection and preparation for study in the class exercises. By correspondence only. Credit, three semester hours. VERMILLION.

BUSINESS LAW—See Commerce

CHEMISTRY

1. **GENERAL CHEMISTRY.** Fundamental course in college chemistry. Credit, three semester hours. CLIPPINGER.

2. **GENERAL CHEMISTRY.** Continuation of Chemistry 1. Prereq., Chem. 1. Credit, three semester hours. CLIPPINGER.

113. **ORGANIC CHEMISTRY.** This is a short non-laboratory course in the fundamentals of organic chemistry. The work is adapted for students planning to take home economics, medical technology, or pre dental courses. Prereq., 2 or 4. Credit, three semester hours. CLIPPINGER.

CIVIL ENGINEERING

121. **APPLIED MECHANICS.** Algebraic and graphic solution of equilibrium of forces, application to jointed frames, centroids, friction, and kinematics. Prereq., Math. 118. Credit, three semester hours. WILSEY.

122. **APPLIED MECHANICS.** The force-mass-acceleration, work and energy, and impulse and momentum methods for analyzing problems in dynamics. Moments of inertia of masses. Prereq., 121. Credit, two semester hours. WILSEY.

142. **SANITARY ENGINEERING.** Sources, treatment, and delivery of pure water to consumers; collection, treatment, and disposal of water wastes. Theory of design, construction, and estimation of the various types of water works and sewage disposal plants. Prereq., 141. Credit, four semester hours. CLARK.

151. **ROUTE ENGINEERING.** Theory of simple and compound curves, spiral casements, vertical curves, earthwork quantities, construction methods and tracks as applied to transportation routes. Prereq., 10. Credit, three semester hours. CLARK.

152. **HIGHWAY ENGINEERING.** Materials, drainage, ailment, capacity, and finance as used in construction, maintenance, and operation of the modern highway. Prereq., 151. Credit, two semester hours. CLARK.

*Students must have access to low-powered microscope.

CLASSICAL LANGUAGES

Greek

1. **BEGINNING GREEK.** An introduction to the rudiments of the language including fundamental grammatical principles, pronunciation, and a working vocabulary. There is emphasis also upon the Greek element in English. In order to do these courses successfully by correspondence, a student should have studied some Latin. Credit, four semester hours. MURPHY.

2. **BEGINNING GREEK.** A continuation of Greek 1. Prereq., 1. Credit, four semester hours. MURPHY.

Latin

1. **BEGINNING LATIN.** An introductory course leading to the reading of easy Latin stories of history and mythology and designed as preparation for Lat. 2. Credit, four semester hours. MURPHY.

2. **BEGINNING LATIN.** The early part of the course consists of easy narrative dealing with mythology and Roman history followed by selections from Caesar's *Gallie War*. There is considerable review of fundamentals. Prereq., 1, or one year of high school Latin. Credit, four semester hours. MURPHY.

3. **CICERO'S ORATIONS.** Some of the introductory lessons include translations from Caesar's *Gallie War*. Selected orations. In general an effort is made to provide an adequate review as well as to develop progress in reading a new author. Prereq., 2 or two years of high school Latin. (Students whose Latin 2 is not fresh should take Latin 127.) By correspondence only. Credit, four semester hours. MURPHY.

4. **VERGIL.** A considerable portion of the first six books of Vergil's *Aeneid* is read. The course is designed with a view to an understanding and appreciation of Vergil's great epic and to a wider knowledge of mythology, as well as to growth in the study of Latin. Some attention is given to the meter of Latin epic. Prereq., 3 or three years of high school Latin. Credit, four semester hours. MURPHY.

127. **CLASSICAL LATIN PROSE.** A course for those who have had two or more years of high school Latin, or an equivalent amount of college Latin (six semester hours of first and second semester Latin), who desire an intensive review in Latin grammar. The review is followed by the reading of the *Res Gestae* of the Emperor Augustus and selected *Lives* of Nepos. Students who have not had Latin for some time should choose this course in place of Latin 3, getting both review and advanced work. Credit, three semester hours. MURPHY.

211. **CICERO AND CATULLUS.** Selections are read from Cicero's correspondence for an appreciation of Latin epistolary writing, for the information they contain on Roman private and public life, and for a more intimate understanding of Cicero himself. Prereq., 104, or permission. Students doubtful of their ability to read large amounts of Latin with accuracy should prepare themselves for this course by taking Latin 127. Credit, three semester hours. MURPHY.

COMMERCE**Accounting**

75. **ELEMENTARY ACCOUNTING.** The fundamental principles of accounting theory and practice as they affect corporations, partnerships, and proprietorships. The entire cycle of bookkeeping procedure. Credit, three semester hours. BECKERT.

76. **ELEMENTARY ACCOUNTING.** Ledger organization, expense controls, controlling accounts, and cost records with a discussion of exceptions and alternative methods constitute the work of this course. Prereq., 75. Credit, three semester hours. BECKERT.

125. **INTERMEDIATE ACCOUNTING.** Preparation and analysis of accounting statements; special problems in accounting for current fixed and intangible assets, for liabilities, and for corporate net worth; funds and reserves; investments; and intermediate partnership problems. Prereq., 76. Credit, three semester hours. BECKERT.

126. **INTERMEDIATE ACCOUNTING.** Continuation of Acct. 125. Credit, three semester hours. BECKERT.

161b. **TEACHING OF BOOKKEEPING.** (Same as Ed. 161b).

175. **COST ACCOUNTING.** Manufacturing cost determination under the job-order and process systems. Prereq., 125. Credit, three semester hours. BECKERT.

255. **AUDITING PRINCIPLES AND PRACTICE.** Purposes and scope of audits and examinations; audit principles and procedure; application of audit principles to practice material based on actual audit; and audit reports and certificates. Prereq., 126 and 175. Credit, five semester hours. BECKERT.

Advertising

155. **ADVERTISING PRINCIPLES.** A survey course covering the chief principles, problems, and practices in the field of advertising. The emphasis is on the aspects of the subject which are of greatest use to general business men, but it is sufficiently complete to serve as an introductory course for those intending to do more work in the field and prepare themselves for a career in advertising. Prereq., Mkt. 155 or permission. Credit, three semester hours. KRAUSKOPF.

Business Law

155. **BUSINESS LAW.** The principles of law involved in contracts, agency, and sales. Credit, three semester hours. PATRICK.

156. **BUSINESS LAW.** Continuation of 155 Business Law. The principles of law involved in partnerships, corporations, and negotiable instruments. Prereq., 155. Credit, three semester hours. PATRICK.

175. GOVERNMENT AND BUSINESS. The methods used by government to control, regulate, and aid business. Particularly a study of the anti-trust, unfair competition, and patent laws. Prereq., junior rank. Credit, three semester hours. PATRICK.

Economics

1. THE ECONOMIC DEVELOPMENT OF THE UNITED STATES. The development of industry, labor, finance, commerce, agriculture, transportation, and natural resources are traced, and an attempt is made to show the effect one line of development had on the other. Not open to upperclassmen except by special permission. Credit, three semester hours. PICARD.

101. PRINCIPLES OF ECONOMICS. An introduction to economics for university students and the general reader. Emphasizes the following theoretical material: production, consumption, distribution, and experiments. Credit, three semester hours. HELLEBRANDT, PICARD.

102. PRINCIPLES OF ECONOMICS. An introduction to economics for university students and the general reader. An effort is made to present the chief economic problems: money and banking, business cycles, credit, international economic relations, government and taxation, and economic control. Prereq., 101. Credit, three semester hours. HELLEBRANDT, PICARD.

209. PUBLIC UTILITIES. A general survey of the economic basis of public utility enterprise. A brief consideration of the historical development of the different utility industries. A study of the administration of public utilities under regulation, the movement for physical valuation, corporate financial policies, public control of security issues, rate of return, a critical consideration of valuation standards, government and municipal ownership, service-at-cost method of regulation. Prereq., 102. Credit, three semester hours. HELLEBRANDT.

215. PUBLIC FINANCE. Today, the federal, state, and local governments of the United States are the most important areas of economic interest to the American citizen. Government is providing an increasing amount of services for business and individuals and is also demanding greater taxes. This course is a summary of the spending and revenue programs of governments as well as an analysis of government borrowing. The following topics are covered: financing of education, financing of roads, financing of defense, financing of relief, and related subjects. This course also considers the legal and economic aspects of the various taxes levied by federal, state, and local governments. Credit, three semester hours. Prereq., 102. PICARD.

235. LABOR ECONOMICS. A general survey of the forces that give rise to modern labor problems. The course is given from the standpoint of a citizen and a student interested in the main phases of the modern labor problem—individual and collective bargaining, wages, hours, employment, safety and health, social insurance, administrative and labor legislation. Prereq., 102. Credit, three semester hours. HELLEBRANDT.

Finance

121. **BUSINESS FINANCE.** A survey of the characteristics of corporate organization and corporate securities is followed by problems dealing with promotion, organization, and provision of capital both for new enterprises and for the expansion of old concerns. Credit, three semester hours. HANSON.

215. **PROPERTY AND CASUALTY INSURANCE.** The fundamental economics of property and casualty insurance. Various types of property and casualty insurance and problems arising out of their use; i.e., fire, smoke, windstorm, lightning, public liability, automobile, accident and health, hospitalization, etc. Prereq., Ec. 102. Credit, three semester hours. HANSON.

Management

211. **INDUSTRIAL MANAGEMENT.** The principles of the organization and the management of industrial enterprises, the management movement, and the newer principles and practices in functional factory organization. Prereq., Ec. 102. By correspondence only. Credit, three semester hours. HELLEBRANDT.

212. **ADMINISTRATION OF PERSONNEL.** A comprehensive survey in the principles of the management personnel in business and industrial enterprises and institutions. Among the subjects treated are selection, placement, turnover, promotion, transfer, safety, industrial health, waste prevention, and similar topics. Prereq., 102. Credit, three semester hours. HELLEBRANDT.

Marketing

155. **MARKETING PRINCIPLES.** This course is devoted to a study of the principles, methods, and policies of marketing consumers' goods and industrial goods. It will involve a detailed study of the different marketing institutions and of the marketing functions performed by these institutions. Credit, three semester hours. PAYNTER.

176. **SALES MANAGEMENT.** Principles and problems in the field of selling and management with special emphasis on the management of the sales organization. Both text material and case studies will be reviewed. Prereq., 155. Credit, two semester hours. MCVEY.

Secretarial Studies

15. **TYPEWRITING.** A beginning course, perhaps too elementary for students who have had typewriting in high school. This course is designed to develop basic skill in the operation of the typewriter; to develop an understanding of the more common typewriting practices, such as personal and business letters, manuscript, and tabulation, and to attain a typing speed of 30 words a minute. Credit, two semester hours. DALTON.

16. **TYPEWRITING.** A continuation of Typewriting 15. This course is designed to further develop basic skill in the operation of the typewriter; to build sustained typing control and a speed of 45 words a minute; and to

apply that skill to quantity production of procedures used in practical typing situations. Prereq., 15 or 1 unit of high school typewriting. Credit, two semester hours. DALTON.

31. SHORTHAND. *Anniversary System* of Gregg. Covers the entire theory of Anniversary system of Gregg Shorthand and gives the student a working knowledge of the basic fundamentals of the system. Attention is devoted to good writing habits leading to skill in the taking of dictation, a thorough understanding of the elementary principles, a knowledge of the brief forms of the system, and the development of skill in reading shorthand notes. Credit, three semester hours. DALTON.

31. SHORTHAND. *Simplified System* of Gregg. Same as the above description of Shorthand 31 except the Simplified system of Gregg is studied. Credit, three semester hours. Available after July 1, 1951. VIA.

32. SHORTHAND. *Anniversary System* of Gregg. This course is a continuation of Sec. St. 31, Anniversary System. Skill in typewriting is presupposed. The purpose of the course is to build knowledge of shorthand and transcription skill. The final examination requires the ability to take dictation at the rate of 80 words per minute and the ability to transcribe accurately. Prereq., 31. Credit, three semester hours. DALTON.

32. SHORTHAND. *Simplified System* of Gregg. This course is a continuation of Sec. St. 31, Simplified System. A dictation rate of 80 words per minute on a five-minute take of new material is the standard for credit. Prereq., 31. Available after July 1, 1951. VIA.

120. BUSINESS COMMUNICATIONS. This course is concerned with the various letters used in business: the letter of application, recommendation, order, contract, inquiry, sales, adjustment, credit, collection, good will, and information. It deals with the psychology, mechanics, and technique of effective written expression. Prereq., Eng. 4, or permission. Credit, three semester hours. SPONSELLER.

161s. TEACHING OF SHORTHAND. (Same as Ed. 161s).

161t. TEACHING OF TYPEWRITING. (Same as Ed. 161t).

Statistics

155. BUSINESS STATISTICS. The nature of numerical business data and of statistical procedures. Collection, classification, tabular and graphic presentation of statistical information. Computation and interpretation of rates, ratios and percentages. Measures of central tendency: arithmetic mean, median, mode, geometric and harmonic means. Measurements of dispersion, the quartiles and other positional values, average deviation, standard deviation. Elements of the normal curve. Construction or interpretation of index numbers. Current indexes of prices or business activity. Credit, three semester hours. SOLTOW.

156. BUSINESS STATISTICS. Analysis of time series data. Nature and analysis of economic and business trends. Measurement of and adjustment for seasonal variations. Measurement and importance of the business cycle.

Correlation analysis. Detection and measurement of relationships between statistical series by means of the scatter diagram and the estimating equation. Sampling theory, reliability and significance of sampling. Reliability of predictions based on observed correlation. Brief consideration of more advanced techniques of correlation, and the statistical approach to budgeting and forecasting. Prereq., 155. Credit, three semester hours. SOLTOW.

ECONOMICS—See Commerce

EDUCATION

History of Education

250. THE HISTORY OF EDUCATION. This course deals with the major problems in education. The period covered is from primitive man to the present. The problems which are considered in their historical setting include such aspects of education as the following: the aims of education; the curriculum; methods of instruction; philosophies of education; educational psychology; elementary, secondary, and higher education; and the professional preparation of teachers. Prereq., 3 hours education and Psych. 5. Credit, three semester hours. SHOEMAKER.

Elementary Education

102. LITERATURE FOR CHILDREN. A study of traditional and modern literature for children. Special emphasis on experiences with children and books. Credit, three semester hours. QUICK.

103. STUDIES OF CHILDREN. This course consists of material to help teachers understand children by a study of the growth sequence from birth through adolescence; the influences affecting growth; methods and techniques of studying children; some explanatory principles of behavior. Credit, three semester hours. QUICK.

125. THE PURPOSES AND PRACTICES IN EDUCATION. An introductory survey of the American school system from kindergarten to college with chief emphasis on elementary and secondary education. Objectives, organization, personnel, and curriculum as they are related to teaching are the major topics. Not open to students who have had Ed. 130, Introduction to Secondary Education. Ohio University students are required to register for four semester hours. The course is taken at Ohio University by combined elementary-secondary majors, prospective teachers of special subjects, and persons desiring to convert from a secondary to an elementary certificate. Prereq., sophomore rank or permission. Credit, three or four semester hours. DIXON.

Secondary Education

125. THE PURPOSES AND PRACTICES IN EDUCATION. This is the same as Education 125 under Elementary Education. Credit, three or four semester hours. DIXON.

130. INTRODUCTION TO SECONDARY EDUCATION. This course deals with the purposes and problems of secondary education, curricular content and organization, guidance, evaluation, organization and administration. Degree students at Ohio University must take this course for four semester hours. Other students may enroll for either three or four semester hours. Credit, three or four semester hours. SHOEMAKER.

230. HIGH SCHOOL ADMINISTRATION. The program of studies, the program for health and vocational education, guidance, extracurricular activities, provisions for individual differences, the selection, assignment and payment of teachers, and the school schedule in modern junior and senior high schools. Prereq., 6 hours education. Credit, three semester hours. LYNN.

School Administration

240. FUNDAMENTALS OF SCHOOL ADMINISTRATION. A consideration of administrative personnel and of administrative problems pertaining to the school plant, business affairs, pupils, teachers, and instructional materials. Prereq., 6 hours education. Credit, three semester hours.

Research and Scientific Techniques

131. EDUCATIONAL TESTS AND MEASUREMENTS. The problem of measurement in education with special emphasis on newly developed techniques and procedures of evaluation which are closely related to the problems of the curriculum. Particular attention is given to the construction of informal teacher made tests. Measurement as related to motivation, principles of learning, marks of guidance, and evaluation. By correspondence only. Credit, two semester hours. ROBERTS.

Library Administration for Schools

291. THE SCHOOL LIBRARY. Gives the student a knowledge of the essentials of library service sufficient for organizing and operating a library in a high school or combined school. Emphasis is placed upon practical methods and basic materials, procedures for selecting and ordering books, and various systems for arranging books and making them available under the most effective conditions studied. Lessons are illustrated by reference to actual practice in libraries. Students are requested to visit school libraries and public libraries when this is possible to become more familiar with many details of the course. Credit, three semester hours. Prereq., junior or senior rank, or permission. LINNENBRUEGGE.

Teaching Techniques

COMMERCE

161b. TEACHING OF BOOKKEEPING. (Same as Acct. 161b). This course is intended for teachers or prospective teachers of bookkeeping in junior and senior high schools. Consideration is given to the objectives in bookkeeping courses; the place of such courses in the junior and senior high schools; the amount of time to be devoted to the subject. Methods of conducting recita-

tions, grading, keeping records, examination, and standards will be considered. Prereq., six semester hours of accounting. Credit, two semester hours. BECKERT.

161s. TEACHING OF SHORTHAND. (Same as Sec. St. 161s). This course is planned to acquaint the student with the basic concepts of teaching Gregg Shorthand. Consideration is given to methods of teaching beginning shorthand, speed building, and transcription by means of building courses of study, lesson plans, and establishing standards of proficiency. Prereq., 6 semester hours of shorthand. By correspondence only. Credit, two semester hours. APPEL.

161t. TEACHING OF TYPEWRITING. (Same as Sec. St. 161t). The purpose of this course is to give the student an understanding of the place of typewriting in the general plan of education as well as in the business education curriculum, an understanding of the psychological principles of learning and their application to skill building, and an acquaintance with the workable methods of teaching typewriting. Upon completion of the course, the student will have accumulated instructional material for a four semester high school typewriting course. Prereq., Sec. St. 16, Typewriting, or equivalent. Credit, two semester hours. By correspondence study only. RAYMOND.

ELEMENTARY EDUCATION

163a. TEACHING OF READING IN PRIMARY GRADES. This course will consider the child's growth and development and his readiness for reading. The relationship of experience, language and reading, and the guidance of his book-reading will be studied. Too, emphasis will be given to the use of reading materials essential for clarifying and broadening his experiences. Credit, two semester hours. By correspondence only. QUICK.

163c. TEACHING OF READING IN INTERMEDIATE GRADES. A course designed to survey current theories and practices in the teaching of reading including reading readiness, building experience backgrounds for reading, and reading for information and pleasure. Credit, two semester hours. By correspondence only. STARKS.

163d. TEACHING LANGUAGE ARTS IN ELEMENTARY SCHOOLS. Consideration of the broad program in language in the elementary school: spelling, handwriting, and oral and written language. The problems of study content, instructional materials and methods, measures of achievement and correction of pupil difficulties in language expression are stressed. Teaching our language is looked upon both as learning in formal teaching experiences, through functional unit teaching, and in incidental school and room experiences. The student relates the work of the course to actual school and other associations with children. Prereq., Eng. 3. Credit, two semester hours. By correspondence only. HANSEN.

163g. TEACHING ARITHMETIC IN THE INTERMEDIATE GRADES. Methods of presenting the subject matter of the arithmetic curriculum in grades 4, 5, and 6. The course presents the best methods of teaching common and decimal fractions, the elements of percentage, denominate measures, the elements

of mensuration, and problem solving, as well as the four fundamental operations with whole numbers. By correspondence only. Credit, three semester hours. MORTON.

163p. TEACHING ARITHMETIC IN THE PRIMARY GRADES. A practical course for teachers in grades 1, 2, and 3, for elementary supervisors, and for those who plan to occupy such positions. The course includes the development of number understanding, the place of arithmetic in the primary grades, and the teaching of addition, subtraction, multiplication, and division. Attention is also given to Roman numerals, measures, fractions, problem solving, and the course of study. The results of experimental studies and of recent developments in educational psychology are incorporated. By correspondence only. Credit, three semester hours. MORTON.

163s. TEACHING ARITHMETIC IN THE UPPER GRADES. Theories of arithmetic instruction, the number system, diagnostic and remedial teaching, the arithmetic of business, the arithmetic of daily living, measurement, mensuration and intuitive geometry, the elements of algebra, and the selection of arithmetic textbooks. Adapted to the work of grades 6, 7, and 8. Credit, three semester hours. MORTON.

169f. TEACHING SOCIAL STUDIES AND SCIENCE IN THE ELEMENTARY SCHOOL. A study of the organization of content, activities and resources of the two fields fused into a common program, with consideration of appropriate teaching procedures. Practical teaching problems in the school will be used as a basis for the work. A degree student at Ohio University must have the permission of his dean to enroll. Credit, three semester hours. YAUCH.

ENGLISH

164b. TEACHING OF ENGLISH IN THE SENIOR HIGH SCHOOL. (Same as Eng. 164b). A course designed to assist the high school teacher in the presentation of both the form and content of composition. The first lessons in the course offer a review of grammar as a very necessary foundation; this grammar review is incorporated in the final examination. Prereq., Eng. 4. Credit, two semester hours. WRAY.

HISTORY

169h. TEACHING THE SOCIAL STUDIES IN THE SECONDARY SCHOOLS. The development of and changing emphasis in current social studies programs. Growing responsibilities in the needs of the individual, social competence, cooperative planning, organization of learning experiences, and using community resources. Practical emphasis is given to techniques of teaching, materials of instruction, unit planning, test construction, and evaluation. Prereq., nine hours of social studies. Credit, two semester hours. ROBERTS.

INDUSTRIAL ARTS

160m. TEACHING OF INDUSTRIAL ARTS. (Same as Ind. A. 160m). This course offers the prospective industrial arts teacher a chance to construct lesson plans, instruction sheets, progress charts, and personnel organization

charts. It offers suggestions for the care of the tools in the laboratory. Special attention is given to safety in the school shop, and to the preparation and scoring of tests and the grading of shop projects. Prereq., 6 hours industrial arts. Credit, three semester hours. KINISON.

168m. TEACHING OF MATHEMATICS IN HIGH SCHOOLS. An analysis of the basic ideas of algebra and geometry. Discussion of problems and methods of presenting these subjects to high school students. Prereq., Math. 6 and Psych. 5. Credit, three semester hours. DENBOW.

PHYSICAL EDUCATION

167h. TEACHING OF HEALTH (Same as P.E. 167h). The content of the school health program with emphasis upon teacher-pupil relationship, school environment, accident prevention, and the instruction, principles and curricula used in presenting health information to students of the different school levels. Credit, three semester hours. TREPP.

167p. TEACHING OF PHYSICAL EDUCATION. (Same as P.E. 167p). A course dealing with methods in physical education for elementary and secondary schools. Credit, one semester hour. RHOADS.

ELECTRICAL ENGINEERING

101. FUNDAMENTALS OF RADIO. A practical course in radio art designed for that very large class of persons who are not experts but who have an interest in learning some of the principles and practices of this branch of science. Prereq., Math. 5 and Physics 6. Credit, three semester hours. GREEN.

102. FUNDAMENTALS OF RADIO. Continuation of 101. This is a second course in radio with a descriptive treatment of the most modern applications. Enough problems are included to insure some familiarity with design and operation. Prereq., 101 or its equivalent. Credit, three semester hours. GREEN.

ENGINEERING DRAWING

1. ENGINEERING DRAWING. A course designed with the objective of presenting to the student the fundamental theories and accepted practices (techniques) used in engineering drawing. The following specific units are studied: freehand lettering, use of instruments, freehand drafting, orthographic projection, dimensioning, auxiliary and sectional views, inking, tracing (pencil & ink), and assembled sectional views. Credit, two semester hours. NELLIS.

2. ENGINEERING DRAWING. A continuation of Engineering Drawing 1 that presents the following specific units; pictorial drawing with special emphasis on oblique and isometric, developments, intersections, screw threads, working drawings, tracings, and blue prints. Prereq., 1. Credit, two semester hours. NELLIS.

ENGINEERING REFRESHER

The following five courses (100a, 100b, 100c, 100d, 100e) are designed to assist persons who plan to qualify for registration in Ohio as Professional Engineer or Surveyor by taking the prescribed State Board Examination. Being review courses, they are to be taken on a non-credit basis. It is suggested that a student enroll for 100a and one of the remaining courses. However, if a student does not want this combination he may enroll for only one or any combination of two or more of the courses. These courses are to be available after September 1, 1951.

100a. ENGINEERING REFRESHER. Basic theory in mathematics, physics, and chemistry; fundamentals of design; engineering organization; provisions of the Registration Act; professional ethics; and other topics. Thirty-six lessons covering the fundamentals required of all engineers in the first day's examination. No credit. Fee \$19.50. **CLARK.**

100b. ENGINEERING REFRESHER. Twelve lessons for those taking the second day's examination in Civil Engineering. No Credit. Fee, \$6.50. **CLARK.**

100c. ENGINEERING REFRESHER. Twelve lessons for those taking the second day's examination in Electrical Engineering. No credit. Fee, \$6.50. **CLARK.**

100d. ENGINEERING REFRESHER. Twelve lessons for those taking the second day's examination in Mechanical Engineering. No credit, Fee, \$6.50. **CLARK.**

100e. ENGINEERING REFRESHER. Twelve lessons for those taking the second day's examination in Surveying. No Credit, Fee, \$6.50. **CLARK.**

ENGLISH

3. ENGLISH COMPOSITION. A course in the fundamentals of composition, the structure of the paragraph, and the writing of exposition. Argumentation, as a specialized form of expression, is introduced briefly, as is simple narrative. The mechanics of writing are stressed throughout the course. Credit, three semester hours. **FOSTER, HEIDLER.**

4. ENGLISH COMPOSITION. This course places emphasis on the study of models of description and narration. Practice will be given in writing narratives of simple experiences and in informal essays. Prereq., 3. Credit, three semester hours. **FOSTER, HEIDLER.**

101. SOPHOMORE ENGLISH LITERATURE. Deals with the historical development of English literature from the beginning to the death of Pope. Both this course and Eng. 102 take up the lives and works of the most important and most representative authors; the principal literary forms and tendencies; and the political and social background of the various periods. Prereq., 4. Credit, three semester hours. **PECKHAM.**

102. SOPHOMORE ENGLISH LITERATURE. Deals with literature from the death of Pope to the present day. Prereq., 4. Credit, three semester hours. PECKHAM.

111. THE CHIEF AMERICAN WRITERS. A study of representative material, prose and poetry, selected from Franklin, Freneau, Irving, Cooper, Bryant, Emerson, Thoreau, Hawthorne, Whittier. Prereq., 4. Credit, three semester hours. FOSTER.

112. THE CHIEF AMERICAN WRITERS. A continuation of Eng. 111. Emphasis is placed upon selected prose and poetry from Poe, Holmes, Longfellow, Lowell, Whitman, Mark Twain, Henry Adams, Lanier, William James. Prereq., 4. Credit, three semester hours. PECKHAM.

135. THE BIBLE AS LITERATURE. A study of the early narratives and prophecies of the Old Testament as masterpieces not only of world literature but of English literature. Prereq., 4. Credit, two semester hours. FOSTER.

136. THE BIBLE AS LITERATURE. The King James version of the later prophetic and poetic books of the Old Testament, of the proverbs and essays, and of the sayings and parables of Jesus are read as living literature. Prereq., 4. Available after July 1, 1951. Credit, two semester hours. FOSTER.

141. EUROPEAN DRAMA. A survey of the drama from the Periclean Age to the present time. Readings in English of typical plays by Sophocles, Plautus, Marlowe, Johnson, Moliere, Congreve, Goldsmith, Sheridan, Ibsen, Hauptmann, Wilde, Pinero, Chekhov, O'Neill, and Behrman. Prereq., 4. Credit, two semester hours. PECKHAM.

151. SHAKESPEARE. Shakespeare's principal plays. Reading and interpretation of the plays, study of Shakespeare's life and times, study of the Shakespearean stage and drama technique. Prereq., 4. Credit, three semester hours. FOSTER.

164b. TEACHING OF ENGLISH IN THE SENIOR HIGH SCHOOL. (Same as Ed. 164b).

171. SOPHOMORE EXPOSITION. A course designed to offer practical experience in the writing of advanced forms of exposition. Stress is put on mechanics in proportion to the needs of the individual student. The textbook outlines in detail the major and minor divisions of exposition and includes examples from experienced writers. Prereq., 4. Credit, three semester hours. HEIDLER.

175. CREATIVE WRITING. The course uses no textbooks and has no formal assignments. The work is adapted to each individual. It is assumed that any student accepted for the course wishes to write and needs only guidance, advice, and constructive suggestions in carrying out projects of his own. Prereq., 4 and permission. Credit, two or three semester hours. MACKINNON.

213. ENGLISH PROSE FICTION. The history of the English novel from the Elizabethan period to the present. Prereq., 4. Credit, three semester hours. MACKINNON.

214. **AMERICAN PROSE FICTION.** The development of the American novel from the colonial period to the present, with major emphasis upon late eighteenth-century and nineteenth-century productions. After 1850, only the major novelists are studied. Prereq., Credit, three semester hours. HEIDLER.

225. **RECENT BRITISH AND AMERICAN POETRY.** A careful study of ten or twelve authors who have made distinctive contributions to the poetry of England and America. Prereq., 4. Credit, three semester hours. FOSTER.

245. **TENNYSON AND BROWNING.** A study of the most representative works of the two major Victorian poets. The course includes a brief consideration of the lives of these men in relation to their backgrounds and their art. Prereq., 4. Credit, three semester hours. PECKHAM.

250. **BOOKS OF THE SEASON.** The student will read 6, 12, 18, or 24 books supplied by the Extension Division and chosen from outstanding books of recent publication in a variety of fields such as novel, drama, poetry, travel, biography. There will be a fee of \$2 a semester hour for the use of these books. For example, a student registering for three semester hours is to pay a book fee of \$6 for the use of these books. Prereq., 4. Credit, one to four semester hours. MACKINNON.

227. **THESIS WRITING.** A course for students in all departments. Special attention is given to the form and organization of research papers in the field of interest. This course is designed primarily for graduate students who plan to use this course to assist them in writing their master's theses; however, no graduate credit can be received from its completion by correspondence study. Prereq., 12 hours. Credit, one semester hour. PECKHAM.

FINANCE—See Commerce

GEOGRAPHY AND GEOLOGY

Geography

102. **GEOGRAPHY OF ANGLO-AMERICA.** This course develops in considerable detail the geography of the natural resources of North America. It also develops a method of continental study for teachers. This course or any other of the continental courses offered should be taken as the second half of the year's work in geography. Credit, three semester hours. Dow.

105. **GEOGRAPHY OF LATIN AMERICA.** See Geog. 102 for description. Credit, three semester hours. Dow.

150. **GEOGRAPHY AND ENVIRONMENT.** A course in the aspects of geography which has to do with the response of man to his physical environment. A cultural and practical course. Credit, three semester hours. Dow.

Geology

125. **PRINCIPLES OF GEOLOGY.** The study of the physical features of the earth with reference to their origin and significance. This course serves as an introduction to all other courses in geology. Credit, three semester hours. STURGEON.

GERMAN

1. **BEGINNING GERMAN.** This course is intended for persons who have not had any previous instruction in the language. It is equivalent to the work of the first semester in the University, or the first year in high school. It includes pronunciation, essentials of German grammar, and practice in the reading and writing of simple German. Credit, four semester hours. KRAUSS.

2. **BEGINNING GERMAN.** This is the equivalent of the work of the second semester in the University or the second year in high school. You will complete the grammar and read several modern stories. Prereq., 1. Credit, four semester hours. KRAUSS.

101. **INTERMEDIATE GERMAN.** Modern German stories of intermediate difficulty will be read to develop your ability to read with comprehension. Prereq., 2. Credit, three semester hours. KRAUSS.

102. **INTERMEDIATE GERMAN.** In this course, a continuation of Intermediate German 101, you will need two modern works, Hohensonne and Jacobowsky und der Oberst. Prereq., 101. Credit, three semester hours. KRAUSS.

105. **SCIENTIFIC GERMAN.** A reading course designed primarily to familiarize the student with German scientific terms and to enable him to read German scientific material. For students of chemistry particularly. Prereq., 102 or 101 with grade of A or B. Credit, two semester hours. KRAUSS.

220. **THE GERMAN SHORT STORY.** A reading course of representative stories (1850-1900) by Hauff, Storm, Stifter, Keller, and Meyer. Prereq., 102. Credit, two semester hours. KRAUSS.

GOVERNMENT

1. **AMERICAN GOVERNMENT.** The National Government of the United States. Origin of the Federal Government, the national party system, powers and duties of the departments, independent and emergency services, effects of pressure groups, and changing relations of national government to the states and to the people. Credit, three semester hours. COLLINS.

2. **AMERICAN GOVERNMENT.** The state and local governments. The constitutional position of the states, organization and administration of state and local governments, interstate relations, federal aid to states, responsibility of citizens, and state and local contributions to the welfare of the people. Credit, three semester hours. COLLINS.

101. **COMPARATIVE GOVERNMENT.** A comparison of the American, European, and Oriental systems of government, including organization, procedure, popular representation and the effect upon the social and economic life of the people. The governments of Great Britain, Italy, and Germany will be emphasized. Prereq., 1. Credit, three semester hours. COLLINS.

102. **COMPARATIVE GOVERNMENT.** Continuation of Government 101. The governments of France, Russia, and Japan will be emphasized. Prereq., 1. Credit, three semester hours. COLLINS.

203. **MUNICIPAL GOVERNMENT.** The creation and legal powers of cities; emerging industrial and defense problems as they affect city government; metropolitan areas; citizen groups, bosses, political parties, elections; old and new forms of municipal government. Prereq., 6 hours. Credit, two semester hours. COLLINS.

204. **MUNICIPAL ADMINISTRATION.** An analysis of the administrative functions of municipal government: personnel, finance, policies, housing, planning, health, public utility regulation and ownership. Prereq., 6 hours. COLLINS.

216. **INTERNATIONAL RELATIONS.** Basic factors involved in world politics, including the modern state system, nationalism, and militarism; the evolution of international relations; forces and conditions affecting these relations; efforts toward world political order; and the formulation of national foreign policies. Prereq., 6 hours. Credit, three semester hours. COLLINS.

GREEK—See Classical Languages

HEALTH—See Physical Education

HISTORY

1. **WESTERN CIVILIZATION IN MODERN TIMES.** An introductory course which helps to give a knowledge of modern history and an intelligent understanding of contemporary problems. It begins with the Renaissance, the Reformation, and European expansion and outlines the rise of the national state and the cultural and political developments of the principal European nations, power politics, dynastic rivalries, the French Revolution and Napoleonic Era. Credit, three semester hours. VOLWILER.

2. **WESTERN CIVILIZATION IN MODERN TIMES.** European postwar problems following the defeat of Napoleon. The modern imperialism in Africa and Asia, and other nineteenth century problems are discussed. Twentieth century topics and problems—power politics, secret diplomacy, alliances, the first and second world wars, the spread of communism, and efforts toward peaceful world organization. Credit, three semester hours. VOLWILER.

101. **HISTORY OF THE UNITED STATES TO 1865.** A general survey course. Credit, three semester hours. KERSHNER.

102. **HISTORY OF THE UNITED STATES SINCE 1865.** Reconstruction, social and intellectual conditions, agrarian unrest, rise of large corporations and their regulation, tariff policies, the Spanish-American War, drift toward imperialism and world power, reform movements from the Muckrakers through the New Deal, world wars and attempts at world government, conflicting ideas and ideologies. Credit, three semester hours. VOLWILER.

110. **THE OLD SOUTH.** A study of the plantation regime in the United States, with emphasis on the daily life of the various types of plantations. Credit, three semester hours. MORRISON.

111. **THE NEW SOUTH.** The course gives an understanding of the social, political, and economic life of the people of the South since the Civil War.

Topics: the cotton plantation and Civil War time; the situation facing the disbanded soldiers; the farmer and the land; industrial development; labor conditions; the problem of white and black; educational progress; the South of today. Credit, three semester hours. MORRISON.

145. **LATIN-AMERICAN HISTORY.** Although this course will emphasize the development of the Latin-American republics and their relations in the modern world, there will also be some attention given to the Spanish and Portuguese heritage, the conquest, the native civilizations and the institutions and life of the colonial period. Credit, three semester hours. WHITEHOUSE.

150. **THE FAR EAST.** America's vital concern with postwar developments in the Far East, evident in daily newspaper comment, lends timeliness to this study of the modern history of the Far East. The following topics are among those considered: characteristic aspects of Oriental civilization; the nature of the Western impact on the political and cultural traditions of China and Japan; the varying adjustments made by China and Japan; industrial and imperialistic trends in Japan; revolution in 20th century China; the genesis of Japan's Far Eastern War of 1937-45; postwar problems of U. S. foreign policy in the area. Credit, three semester hours. CADY.

169h. **TEACHING OF THE SOCIAL STUDIES IN JUNIOR AND SENIOR HIGH SCHOOLS.** (Same as Ed. 169h)

212. **THE UNITED STATES, 1850-1877.** A view of the sections of the United States beginning in 1850 and the forces that brought on the Civil War; the great conflict, military and otherwise; the background of Reconstruction; program of the Radicals; restoration of home rule in North and South. Prereq., 6 hours. Credit, three semester hours. MORRISON.

220. **THE UNITED STATES SINCE 1900.** Social conditions in 1900; agriculture, business, transportation, communication, labor, imperialism and foreign trade, trends toward state capitalism and regulation, new governmental agencies, political changes, reforms, the new outlook. Prereq., 6 hours. Credit, three semester hours. MORRISON.

225. **THE WESTWARD MOVEMENT.** The expansion of settlement from the Atlantic Coast to the Pacific. Explorations, Indian trade, land policies, pioneer life, territorial acquisitions and state making, trails and railroads to the Far West, rise of cowboy land, types of later frontiers, and influence of the West upon American ideals and institutions. Prereq., 6 hours. Credit, three semester hours. VOLWILER.

270. **EUROPE FROM 1870-1919.** The development of England, France, Germany, Russia, and Danubia; a study of the historical setting for an era of social upheaval and World Wars. Prereq., 6 hours history. Credit, three semester hours. GUSTAVSON.

272. **EUROPE SINCE 1919.** A continuation of Hist. 212. Primarily a study of the long armistice between the two world wars. Rise of Communism and Fascism, attempt at world organization, and prelude to World War II. Prereq., 6 hours history. Credit, three semester hours. GUSTAVSON.

275. HISTORY OF RUSSIA. A brief survey of Russian development prior to the twentieth century, followed by a more intensive study of the rise of Communism, its transformation of Russian economy and society, and its repercussions on the outside world. Prereq., 6 hours history. Credit, three semester hours. GUSTAVSON.

HOME ECONOMICS

110. TEXTILES. A basic course in textile fabrics involving the study of fibers, fabrics, fabric construction, use and care. Credit, three semester hours. MORSE.

131. HOUSE SELECTION AND FURNISHING. The house and its furnishings considered in relation to artistic, economic, and social factors affecting choice. Credit, three semester hours. MORSE.

INDUSTRIAL ARTS

160m. TEACHING OF INDUSTRIAL ARTS (Same as Ed. 160m)

226. HISTORY OF INDUSTRIAL AND VOCATIONAL ARTS. A study of the history of the industrial arts movement from its earliest beginnings down to the present. Special consideration is given to the terms of the Smith-Hughes Law and the George Deen Act and their Administration in the State of Ohio. Prereq., 160m and 3 hours school administration. Credit, three semester hours. CALVIN.

JOURNALISM

222. FEATURE AND MAGAZINE WRITING. A study of feature articles for newspapers and magazines is followed by the writing of articles and their submission to editors. Major phases: discovering ideas and material, article structure and style, illustration, preparing and marketing manuscripts. Prereq., 107 or permission. Credit, three semester hours. HORTIN.

223. ADVANCED FEATURE AND MAGAZINE WRITING. Writing of feature articles is done for submission to editors. Manuscripts criticized by instructor for salability of the idea, structure, style, illustration, format, content, conformance to needs of the market, research techniques. Prereq., 222 or permission. Credit, two semester hours. HORTIN.

LATIN—See Classical Languages

MANAGEMENT—See Commerce

MARKETING—See Commerce

MATHEMATICS

1. ELEMENTARY ALGEBRA. A beginning course in algebra designed for students who have had no algebra in high school. The topics ordinarily considered in a year of algebra in high school are studied in this course. Credit, four semester hours. DENBOW.

2. **INTERMEDIATE ALGEBRA.** A thorough treatment of basic algebraic operations, including the solving of linear and quadratic equations. For students who are not strong in algebra or have not studied it for several years, and need refreshing before taking Math. 5. Prereq., 1, or 1 year high school algebra. Credit, three semester hours. DENBOW.

3. **PLANE GEOMETRY.** A beginning course in plane geometry designed for students who have had no geometry in high school. The work ordinarily done in a year in high school is done in this course. Prereq., 1 or 1 year high school algebra. Credit, four semester hours. MARQUIS.

4. **SOLID GEOMETRY.** The geometry of planes, cylinders, cones, polyhedrons, spheres, and spherical triangles. The material is illustrated with examples from architecture and natural phenomena. Prereq., 3 or 1 year high school geometry. Credit, three semester hours. DENBOW.

5. **FRESHMAN MATHEMATICS.** Students who have satisfactorily completed one year each of algebra and geometry are prepared for this course. Students who have completed advanced algebra and trigonometry in high school should consider Math. 6 instead. This course contains material basic in the preparation of scientists, engineers, mathematicians, and is accepted in partial fulfillment of the requirements for certification for high school teachers of mathematics. The topics considered are: the rectangular coordinate system, functions and their graphs, linear equations, inequalities, loci, quadratic equations in two unknowns, the binomial theorem, logarithms, the trigonometric functions of two angles, the oblique triangle, the inverse trigonometric functions. Prereq., 3 or 1 year high school algebra and one year plane geometry. However, students who feel that they need a better background for Math. 5, should consider taking Math. 2 also as a prerequisite. Credit, five semester hours. MARQUIS, DENBOW.

6. **FRESHMAN MATHEMATICS. (Analytic Geometry).** Polar and rectangular coordinates, the straight line, the circle, the conic sections, locus problems, transformation of axes, and a brief treatment of solid analytic geometry. Prereq., 5, or College Algebra and Trigonometry. Credit, five semester hours. DENBOW.

34. **MATHEMATICS OF FINANCE.** The course covers compound interest, annuities, sinking funds, depreciation, bond evaluation, and the elementary theory of life insurance. The course provides a source of practical problem material and a field for the application of elementary algebra. Prereq., 3, or 1 unit of high school algebra and 1 unit of high school geometry. Credit, three semester hours. MARQUIS.

101. **PLANE TRIGONOMETRY.** The definitions of the trigonometric functions and the relations among them; the addition theorems, functions of the double and half angles; computations with logarithms and the solutions of the oblique triangles. Prereq., a course in college algebra or equivalent. Credit, two semester hours. By correspondence only. MARQUIS.

105. **COLLEGE GEOMETRY.** This course is an extension of the geometry studied in the high school, and is of interest to teachers of the subject and to

the general student of mathematics. The topics considered are loci, similar and homothetic figures, the triangle, and the theorems of Melealus and Ceva. Prereq., 6. Credit, three semester hours. MARQUIS.

117. DIFFERENTIAL CALCULUS. A study of variables and functions, theory of limits, the derivative and its applications, differentials, curvature, and an introduction to the study of integration. Prereq., 6 or Analytic Geometry. Credit, four semester hours. MARQUIS.

118. INTEGRAL CALCULUS. Integration as the inverse of differentiation, the technique of integration, the integral as a limit of a sum, the definite integral, and a short study of the simpler types of differential equations, partial derivatives, and infinite series. Prereq., 117. Credit, four semester hours. GOEDICKE.

125. ELEMENTARY STATISTICS. The common theory and methods used generally by investigators in widely different fields. Topics considered are: graphs, computing the statistical constants, the normal law, correlation, regression, and probability. Prereq., 3, or 1 year high school algebra and 1 year high school geometry. Credit, three semester hours. GOEDICKE.

168m. TEACHING OF MATHEMATICS IN HIGH SCHOOL. (Same as Ed. 168m)

MUSIC

123. HISTORY OF MUSIC. This course deals with the history of musical expression from primitive times covering the Greek and Roman period; early Christian music; polyphony; beginnings of opera, oratorio, and orchestra; and the period of Classicism. The course is designed to give the student an intimate acquaintance with music through study of forms of expression, instrumental and vocal, and the study of artists and their historic background. Not open to students who have credit in Mus. 5-6. Credit, three semester hours. MORLEY.

124. HISTORY OF MUSIC. This course includes an intensive study of the great musicians of the late eighteenth and the nineteenth centuries and their contributions to the development of music during those periods. Before concluding the course a brief survey of twentieth century music and its tendencies is made. Prereq., 123. Credit, three semester hours. MORLEY.

PHILOSOPHY

100. GENERAL ETHICS. Considers the biological and social influences which affect behavior, and views the historical ethical theories. Aims to develop an ethical philosophy of life. Ample attention is given to contemporary personal and social problems from the ethical point of view. Credit, three semester hours. KNOX.

101. INTRODUCTION TO NEW TESTAMENT THOUGHT. Survey of the social and religious background is followed by study of the development of the New Testament writings. Then more detailed study is made of the teachings of Jesus and Paul and of the other important types of New Testament thought. Credit, three semester hours. HOUF.

103. **INTRODUCTION TO PHILOSOPHY.** For students who wish to know what philosophy is, what its problems are, and how philosophy is related to the social sciences, to religion, morals, poetry and general literature. Credit, three semester hours. CREEGAN.

PHYSICAL EDUCATION

102. **PERSONAL AND COMMUNITY HEALTH.** Provides a knowledge of the hygienic practices and an appreciation of the means whereby the health of the individual and of the group may be maintained. Credit, three semester hours. TREPP.

127. **FIRST AID.** The course is concerned with the treatment of emergencies and accidents in the home, on the street, in vocational pursuits, and on the athletic field. A course that a teacher will find helpful. No Red Cross certificate can be issued. Credit, two semester hours. LATOURRETTE.

152. **KINESIOLOGY.** A study of muscular actions in their relation to the problems of bodily development and efficiency. The course also deals with the common postural defects and the exercises for their treatment. By correspondence only. Credit, two semester hours. TREPP.

153. **NATURE AND FUNCTION OF PLAY.** A course dealing with the historical background, the theory, the need, and the administration of play, emphasizing play programs for schools, recreation centers, camps, and clubs. By correspondence only. Credit, two semester hours. RHOADS.

167h. **TEACHING OF HEALTH.** (Same as Ed. 167h)

167p. **TEACHING OF PHYSICAL EDUCATION.** (Same as Ed. 167p)

181. **INTRAMURAL SPORTS.** Organization of intramural sports for elementary school, high school, and college. Credit, two semester hours. RHOADS.

204. **HISTORY AND PRINCIPLES OF PHYSICAL EDUCATION.** A review of the history of physical education from the time of the Greeks, with emphasis on the development of various systems and their effects on our present day program. The principles underlying physical education in our modern program of education. Credit, three semester hours. RHOADS.

206. **ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION.** Physical and health education in elementary and secondary schools, normal schools, and colleges. Athletic management, intramural activities, inter-scholastic and intercollegiate athletics. Credit, two semester hours. LINN.

249. **COMMUNITY RECREATION.** A course for leaders and those interested in guiding leisure time programs. Topics include: brief history of the play movement, programs and program making, general administration of playgrounds and community centers and activities. Credit, three semester hours. LINN.

PHYSICS

1. **THE PHYSICAL WORLD.** The principles underlying nature's activities, their relation to man's needs and interests, and their application in the development of devices and conveniences in modern life. Credit, three semester hours. ROSEBERRY.

2. **THE PHYSICAL WORLD.** Continuation of Phys. 1. Credit, three semester hours. ROSEBERRY.

*5. **INTRODUCTION TO PHYSICS.** Prospective teachers of physics in high school, premedical students and others who desire a general knowledge of physics will find this course and Phys. 6 suitable. The course assumes a knowledge of elementary algebra, but the physical aspect of problems is considered more important than the mathematical solutions. This course includes the study of liquids, gases, molecular physics, forces and work and simple machines, temperature and its measurements, and the properties of heat. Credit, three semester hours. EDWARDS.

*6. **INTRODUCTION TO PHYSICS.** This is an elementary consideration of magnetism, electricity, wave motion, sound and light. Credit, three semester hours. EDWARDS.

5a. **INTRODUCTION TO PHYSICS LABORATORY.** This course covers mechanics, heat, and sound. Credit, one semester hour. ROSEBERRY.

6a. **INTRODUCTION TO PHYSICS LABORATORY.** This course covers electricity and light. Credit, one semester hour. ROSEBERRY.

PSYCHOLOGY

1. **GENERAL PSYCHOLOGY.** An elementary, scientific study of the most significant facts and principles of mental life designed to prepare the student for further work in this field and for a better understanding of himself and others. Credit, three semester hours. SCOTT.

3. **CHILD PSYCHOLOGY.** A detailed study of the development of the child mind from birth through the nursery school, kindergarten, and elementary school age. The nature and potentialities of the child at birth will be considered, the development of the senses, of motor ability, of social and emotional traits and attitudes, and intellectual abilities. Prereq., 1. Credit, three semester hours. GENTRY.

5. **EDUCATIONAL PSYCHOLOGY.** Some principles of heredity, maturation, individual differences, emotions, motivation, intelligence, as related to learning. Prereq., 1. Credit, three semester hours. GENTRY.

*If a satisfactory laboratory is available, it is possible to secure four hours credit by enrolling for courses 5 and 5a or 6 and 6a, thus satisfying the premedical requirement. Credit for Introduction to Physics cannot be used to fulfill the physical science group requirements until satisfactory laboratory work has been completed. Courses 5, 6, 5a, and 6a will fulfill the requirements for eight semester hours in physics for entrance into medical schools.

210. **MENTAL HYGIENE.** The course is designed for teachers, advisers, social workers, parents, and all who daily encounter the mental distress of children and adults who because of unsatisfactory inner needs or because they are at outs with their environment are not making a good adjustment. Contributions are examined from the fields of physiology, psychology, psychiatry, medicine, and sociology, but chiefly from psychology and psychiatry. Prereq., 6 hours. Credit, three semester hours. PATRICK.

212. **ABNORMAL PSYCHOLOGY.** The nature of the adjustments which man must make to live in the world today. The deviations which lead from the normal to the abnormal are pointed out in order that the student may recognize and understand the more common abnormalities and may, as far as possible, avoid developing such abnormalities himself. Prereq., 6 hours. Credit, three semester hours. SCOTT.

215. **SOCIAL PSYCHOLOGY.** A study of biological and social determinants of behavior; individual factors in social adjustment; psychology of social institutions and social conflict. Also a survey of experiments (and techniques) upon such problems as the influence of social conditions upon perception and motivation, socialization of the child, language, suggestion, social frustration, status and prejudice. Prereq., 6 semester hours. GENTRY.

217. **PSYCHOLOGY OF PERSONALITY.** The course undertakes to satisfy a growing demand on the part of teachers, business executives, and others for a more thorough understanding of the fundamentals of human personality. It attempts to point out the most promising applications in the training and development of personality in children in the home and school; and in adults, in business and social life. Prereq., 6 hours. Credit, three semester hours. GENTRY.

SECRETARIAL STUDIES—See Commerce

SOCIOLOGY

1. **GENERAL SOCIOLOGY.** The basic facts and principles of human society, of factors and forces which condition social life, and of major concepts and techniques employed in sociological investigation and interpretation. Credit, three semester hours. TAYLOR.

2. **SOCIAL PROBLEMS.** An elementary study of a number of social problems revealing the stresses and strains of contemporary social life as they affect the human personality. The opinions of experts are presented on such problems as crime, the family, war and peace, personality disorganization, population problems, and many others. The problems are adequately discussed, and solutions are presented and evaluated. Credit, three semester hours. TAYLOR.

5. **RURAL SOCIOLOGY.** A study of rural life from the standpoint of the groups in rural society. The composition of the rural population, the farm family, the church, school, recreation agencies, rural government, and

health agencies are considered. The fundamental differences between rural and urban society are studied as well as the organization of rural society and the relationships between the town and country. Credit, two semester hours. TAYLOR.

125. SOCIAL ANTHROPOLOGY. Origin and development of our prehistoric ancestors; the customs, institutions, and behavior of primitive tribes including case studies of the American Indians, African tribes, and other preliterate groups. Credit, three semester hours. TAYLOR.

SPEECH

110. PARLIAMENTARY LAW. A study of the techniques involved in conducting a public gathering and in presiding over an assembly. By correspondence only. Credit, one semester hour. STAATS.

STATISTICS—See Commerce

ZOOLOGY

103. READINGS IN BIOLOGY. A course for students interested in advances in biological fact and thought presented in a nontechnical and yet authoritative manner, especially as these apply to the broad field of human affairs. The subject matter is presented through the reading of selected books and magazine articles. Prereq., a course in high school or college biology. Credit, one semester hour. KRECKER.

107. PRINCIPLES OF HEREDITY. An introduction to heredity. Fundamental principles and mechanisms of heredity with practical applications to animal and plant breeding and to the inheritance of human characteristics. Presupposes an introductory course in biology. Prereq., one year of college botany, zoology, or biology. Credit, three semester hours. KRECKER.

COURSES OF INSTRUCTION

AT THE HIGH SCHOOL LEVEL

BOOKKEEPING. One-half unit of high school credit for each course.

- IX. Beginning Bookkeeping, first semester
- X. Beginning Bookkeeping, second semester

COMMERCIAL LAW. One-half unit of high school credit for each course.

- XVII-46. Commercial Law, one semester

DRAWING. One-half unit of high school credit for each course.

- XXIII. Mechanical Drawing, first semester; suitable for eleventh and twelfth grades
- XXIV. Mechanical Drawing, second semester; a continuation of XXIII

ENGLISH. One-half unit of high school credit for each course.

- I-44. Ninth Grade English, first semester
- II-44. Ninth Grade English, second semester
- III-46. Tenth Grade English, first semester
- IV-47. Tenth Grade English, second semester
- V. British Literature, one semester
- VI. American Literature, one semester
- XXI. Effective Business Correspondence, one semester
- IX. Journalism, one semester
- XI. English Grammar, one semester

FRENCH. One-half unit of high school credit for each course.

- XXXI. French, first semester; five double-faced phonograph records costing \$3.75 required
- XXXII. French, second semester; five double-faced phonograph records costing \$3.75 required
- XXXIII. French, third semester; three double-faced phonograph records costing \$2.25 required
- XXXIV. French, fourth semester

GERMAN. One-half unit of high school credit for each course.

- XXI. German, first semester; four double-faced phonograph records costing \$3.00 required
- XXII. German, second semester; five double-faced phonograph records costing \$3.75 required
- XXIII. German, third semester; five double-faced phonograph records costing \$3.75 required
- XXIV. German, fourth semester; three double-faced phonograph records costing \$2.25 required

HOME ECONOMICS. One-half unit of high school credit for each course.

- I-44. Homemaking
- III-47. Everyday Foods, second semester
- IV-47. Everyday Foods, second semester
- XI-47. Clothing Construction, first semester
- XII-47. Clothing Construction, second semester
- XV-47. Home and Family Living, one semester

LATIN. One-half unit of high school credit for each course.

- I. First Year Latin, first semester
- II. First Year Latin, second semester
- III. Second Year Latin, first semester
- IV. Second Year Latin, second semester

MATHEMATICS. One-half unit of high school credit for each course.

- I. First Year Algebra, first semester
- II. First Year Algebra, second semester
- III-43. Plane Geometry, first semester
- IV-43. Plane Geometry, second semester
- V-46. Advanced Algebra, first semester
- VI-47. Advanced Algebra, second semester
- VII. Plane Trigonometry, one semester
- VIII. Solid Geometry, one semester
- IX-48. Business Arithmetic, one semester
- XXXI. Shop Mathematics, one semester; prerequisite, one year of high school mathematics

SALESMANSHIP. One-half unit of high school credit for each course.

- XXI. Practical Salesmanship, one semester

SCIENCE. One-half unit of high school credit for each course.

- I-45. Your Health and Safety, one semester
- III-47. General Science, first semester
- IV-47. General Science, second semester
- V. Biology, first semester
- VI. Biology, second semester
- VII. Chemistry, first semester; a student must have access to a laboratory
- VIII. Chemistry, second semester; a student must have access to a laboratory
- IX-44. Physics, first semester; a student must have access to a laboratory
- X-44. Physics, second semester; a student must have access to a laboratory
- XI. Botany, one semester

SHORTHAND. One-half unit of high school credit for each course.

- V. First Year Shorthand, first semester
- VI. First Year Shorthand, second semester
- VII. Second Year Shorthand, first semester
- VIII. Second Year Shorthand, second semester

SOCIAL SCIENCE. One-half unit of high school credit for each course.

- I. World Geography, one semester
- III. World History, first semester
- IV. World History, second semester
- V. American History, first semester
- VI. American History, second semester
- XI-46. Economics, one semester
- VII. Economics and Social Problems (Problems of American Democracy), one semester; suited for eleventh and twelfth grades
- VIII. Elementary Civics, one semester
- XIII. Advanced Civics (Problems of American Democracy) one semester; eleventh and twelfth grade level

SPANISH. One-half unit of high school credit for each course.

- XLI. First Year Spanish, first semester; five double-faced phonograph records costing \$3.75 required
- XLII. First Year Spanish, second semester; three double-faced phonograph records costing \$2.25 required

- XLIII. Second Year Spanish, first semester; three double-faced phonograph records costing \$2.25 required
- XLIV. Second Year Spanish, second semester; two double-faced phonograph records costing \$1.50 required

TYPEWRITING. One-half unit of high school credit for each course.

- I. First Year Typewriting, first semester
- II. First Year Typewriting, second semester
- III. Second Year Typewriting, first semester
- IV. Second Year Typewriting, second semester

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